



**EXECUTIVE COMMITTEE
MEETING**
December 11, 2015

The Executive Committee meeting of the Early Learning Coalition of Okaloosa and Walton Counties was held in the conference room at 102 Sunset Lane in Shalimar, Florida.

Committee Members Present:

Louis Svehla, Walton County Commissioner's Appointee
Linda Sumblin, Private Sector (Workforce Development Board)
Don Turner, Private Sector (Trustmark Bank)
Bev Sandlin, Northwest Florida State College President's Appointee
Beth Brant, Gubernatorial Appointee, Private Sector (Polyengineering, Inc.)
Allyson Oury, Private Sector (Saltmarsh, Cleaveland & Gund) (Arrived at Noon)

Committee Members Absent:

Paul Sirmans, Private Sector (Emerald Coast Title Services)

Coalition Staff:

Gloria Mayo, Executive Director (Limited attendance)

Call to Order

Beth Brant called the meeting to order at 11:30 a.m. Orders for Lunch were submitted, due to the length of the anticipated meeting.

Agenda – Bev Sandlin motioned acceptance of the agenda, Linda Sumblin seconded the motion, which carried.

Minutes – The minutes from December 2, 2015 were reviewed. It was noted the minutes erroneously listed Allyson Oury as present. Allyson was absent on December 2, 2015. Louis Svehla made a motion to accept the minutes as corrected, Linda Sumblin seconded the motion, which carried unanimously.

Employment Processes for Executive Director –

The interview of the first of two applicants for the Executive Director position began at 11:53 a.m. Introductions were made. Gloria Mayo gave a summary of the ELC's operations and answered questions from the applicant. She departed the meeting after questions were addressed and the interview of the candidate occurred.

Upon completion of the interview, the group recessed for lunch.

Discussions of Ongoing Projects –

Roof Repairs for Tupelo – discussions of the ongoing plans for the repair of the roof of the ELC Tupelo Office included verbiage regarding a warranty. Louis motioned to have verbiage included by the contractor which would provide for a one (1) year warranty on the repair work, Bev seconded the motion, which carried unanimously.

Retention Ponds – Beth noted she would contact Dan Payne of the City of Ft. Walton Beach after January 1st to view the current retention ponds and develop plans for deepening the ponds to reduce the problem with rising water during major rain events.

Back-up of ELC Data – The ELC has signed the agreement to facilitate the transfer and housing of all ELC data to the Northwest Regional Data Center as soon as possible. The Committee expressed interest in having all files 'auto saved' to the server, rather than individual hard drives. A separate policy to be signed by each employee assuring compliance with data protection and saving to the server was requested. The signed agreement would become a part of each employee's personnel file.

Organization Chart – The org chart was reviewed and discussed. The group wanted the nurse's position to remain unfilled. Support for requests for any health related issues were to be researched.

Progress for IT support was discussed.

Additional office space in Crestview was deliberated. Linda will call and talk with Gloria regarding an additional office at the Crestview One Stop.

Recess – The group recessed at 2:20 at the conclusion of discussions on active agenda items.

Second Call to Order and Employment Processes for Executive Director –

Beth Brant reassembled the Committee to order at 3:15 PM, due to the arrival of the second applicant for the Executive Director position. Introductions were made. Gloria Mayo gave a summary of the ELC's operations and answered questions from the applicant. She departed the meeting after questions were addressed and the interview of the candidate occurred. After completion of the final interview, the candidate was dismissed and the committee discussed the interviews. A unanimous decision was made to offer the position to Ms. Renea Black. Ms. Black was contacted via phone, returned to the meeting and accepted the offer of the position. Her first day of employment with the ELC will be January 7, 2016.

Dismissal

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Beth Brant
Board Chair